



FI\$Cal TRNG710 2017 Release User Support Lab (USL) Request Form

Form Instructions

Request a **2017 Release User Support Lab (USL)** by identifying and sending:

- One department (1) Super User (Super User **is required** to attend and must have completed the required training)
- Up to three (3) additional end users who have **completed the required training**
- The specific issue and module must be identified below.

Note: Each USL Participant must also be able to login to FI\$Cal prior to submitting the USL Request Form

Complete the table below and submit to the FI\$Cal CMO at fiscal.cmo@fiscal.ca.gov **at least 3 business days in advance of the requested session**. The Point of Contact (POC) for the request will be contacted by FI\$Cal to confirm the support required and FI\$Cal's ability to meet the request. All sessions will be at the FI\$Cal Project site and are held from 9:00 a.m. to 11:30 a.m. See Appendix A: 2016 Release USL Schedule for exact dates and times. For FI\$Cal Hyperion Business support, contact your Department of Finance Budget Analyst (USLs are for FI\$Cal PeopleSoft functionality only).

Note: A separate USL Request Form is required for **each** requested USL date.

Request Item	Response <i>(All Fields are Required)</i>				
Department Name					
Department Super User– name, email address, and telephone number		Name	Email	Telephone No.	Completed Training?
	1.				Y or N
Participants (Up to 3) – name, email address, and telephone number	1.				Y or N
	2.				Y or N
	3.				Y or N
Point of Contact (POC) (include name, email, and phone)					
Requested Date (MM/DDYY)	Required				
USL Support Modules AM,AP,BI/AR,CM,DM,GL,LA, PC/CA/GM,PO	Explanation Required				
Specific Transaction(s) (Mandatory: List the specific FI\$Cal transaction(s) or task(s) where assistance is needed)	Explanation Required				
Additional Information (Please include any additional information you would like to share about your request for support, feel free to include screenshots as needed.)					

Action Required

Submit the completed 2017 Release User Support Lab (USL) Request Form to the FI\$Cal CMO at fiscal.cmo@fiscal.ca.gov **at least 3 business days in advance** of **each** requested session.



FI\$Cal TRNG710 2017 Release User Support Lab (USL) Request Form

Supporting Materials & Resources

- TRNG710 Communication
- Appendix A – 2017 Release USL Schedule
- FI\$Cal Project CMO – fiscal.cmo@fiscal.ca.gov

Appendix A: 2017 Release USL Schedule Sacramento – 2000 Evergreen St. Sacramento, CA 95815

Date	Time	Module								
		PO	AP	BI / AR	CM	AM	PC / CA / GM	GL	DM	LA
Tuesday, 7/25	9:00 – 11:30 AM	X	X					X		
Wednesday, 7/26	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 7/27	9:00 – 11:30 AM	X	X			X				
Tuesday, 8/1	9:00 – 11:30 AM	X	X					X		
Wednesday, 8/2	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 8/3	9:00 – 11:30 AM	X	X			X				
Tuesday, 8/8	9:00 – 11:30 AM	X	X					X		
Wednesday, 8/9	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 8/10	9:00 – 11:30 AM	X	X			X				
Tuesday, 8/15	9:00 – 11:30 AM	X	X					X		
Wednesday, 8/16	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 8/17	9:00 – 11:30 AM	X	X			X				
Tuesday, 8/22	9:00 – 11:30 AM	X	X					X		
Wednesday, 8/23	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 8/24	9:00 – 11:30 AM	X	X			X				
Tuesday, 8/29	9:00 – 11:30 AM	X	X					X		
Wednesday, 8/30	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 8/31	9:00 – 11:30 AM	X	X			X				
Tuesday, 9/5	9:00 – 11:30 AM	X	X					X		
Wednesday, 9/6	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 9/7	9:00 – 11:30 AM	X	X			X				
Tuesday, 9/12	9:00 – 11:30 AM	X	X					X		
Wednesday, 9/13	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 9/14	9:00 – 11:30 AM	X	X			X				
Tuesday, 9/19	9:00 – 11:30 AM	X	X					X		
Wednesday, 9/20	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 9/21	9:00 – 11:30 AM	X	X			X				
Tuesday, 9/26	9:00 – 11:30 AM	X	X					X		
Wednesday, 9/27	9:00 – 11:30 AM			X	X		X		X	X
Thursday, 9/28	9:00 – 11:30 AM	X	X			X				

NOTE: For FI\$Cal Hyperion Business support, please contact your Department of Finance Budget Analyst.